

Command Safety Program Evaluation Checklist FY 07

UNIT INSPECTED: _____

DATE OF INSPECTION: _____

1. OVERALL PROGRAM STATUS: _____

A safety inspection by the INSCOM Safety Office was conducted for the _____ on _____ to review the unit's safety program and assess the commander's implementation of the Army's Safety Program. Areas that are not applicable to the unit's mission or where regulatory guidance does not currently apply are indicated as Not Rated (N/R). This inspection serves also as a follow-up to the recommendations provided to the commander during the FY 07 inspection.

2. _____ MAJOR SAFETY PROGRAM ELEMENTS.

_____ *Bloodborne Pathogen Program.*

Standard: As required by OSHA 29 CFR 1910.1030, personnel required to provide emergency first aid or who are responsible to render medical assistance in the event of an emergency, are required to be part of a bloodborne pathogen program. Personnel, such as electrical workers (IAW TB 385-4, Section 2), police officers, and combat lifesavers/medics, are among those specified who may be required to administer first aid or CPR and are required to be included in a bloodborne pathogen program.

Elements of Standard:

_____ (a) A written exposure control plan is required to be:

- _____ (1) Accessible,
- _____ (2) maintained up to date,
- _____ (3) and to have a review of all job classifications conducted to determine positions required being included in a Bloodborne Pathogen Program and a review of employee tasks.

_____ (b) Information and training is required of all personnel involved in the bloodborne pathogen program.

- _____ (1) Training will include explanation of standard and exposure control plan, epidemiology and symptomatology of bloodborne diseases, modes

Command Safety Program Evaluation Checklist (cont)

of transmission, PPE available and required, post-exposure evaluation and follow-up requirements, signs and labels used by the facility, and the Hepatitis B vaccine program on an annual basis (see Safety Training a.3.).

_____ (2) Record keeping of training, hepatitis B vaccination, and any post exposure evaluations and follow-ups conducted.

_____ (3) Written declination is required of those employees who choose not to receive vaccinations.

_____ ***Confined Space Entry Program.***

Standard: IAW 29 CFR 1910.146(c), A written confined space entry program is required for any space that is large enough and so configured that an employee can bodily enter and perform assigned work; has a limited means of entry or exit (for example storage tanks, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open-top spaces more than 4 feet in depth, such as pits, tubs, vaults, vessels and areas in and under vehicles or equipment); and is not designed for continuous occupancy.

Elements of Standard:

_____ (a) Based upon evaluation/reevaluation of hazards, confined space is to be identified as permit required or non-permit required confined space. Any change in condition of the space that introduces new hazards shall require an immediate re-evaluation of space before entry. (IAW American National Standard (ANSI) Z117.1-1989, 3.4)

_____ (b) A written Confined Space Entry Program is required for the type of confined space identified. (29 CFR 1910.146)

_____ (c) Required pre-entry measures and confined space safety is verified and made available to each employee before entry with a written certification containing:

_____ (1) the date,

_____ (2) location of the space,

_____ (3) signature of the person providing the certification. (29 CFR 1910.146(c) (5) (ii) (H))

Command Safety Program Evaluation Checklist (cont)

_____ (d) Personnel responsible for supervising, planning, entering, or participating in confined space entry and rescue are to be:

_____ (1) trained on entry procedures and what conditions would prohibit entry. Training will be conducted as needed to maintain competence in entry procedures and precautions, and (ANSI Z117.1-1989, 4.2)

_____ (2) documentation of employees trained is to be maintained. (29 CFR 1910.146(g)(1) & (2))

_____ ***Ergonomics Program.***

Standard: The Deputy Under Secretary of Defense for Environmental Security and the Assistant Secretary of the Army have directed that ergonomic program requirements be established and included in Army safety and health programs. All commanders are responsible to identify and control workplace hazards to reduce work-related musculoskeletal disorders. At INSCOM units the Collateral Duty Safety Officer also functions as the Ergonomics Program point of contact.

Elements of Standard:

_____ (a) Adherence to host installation ergonomic program guidance is required.

_____ (b) Participation in host installation ergonomic program committees is required.

_____ ***Explosives Safety Program.***

Standard: Explosive storage must conform with the explosives safety standards prescribed in DA Pam 385-64 and DoD unless the use of host nation criteria have been agreed to or are mandatory. A copy of all agreements will be made a permanent part of the real property records. (AR 385-64, 1-4, g(3))

Elements of Standard:

_____ (a) Commanders will establish a program to implement explosives safety standards. Program elements will cover:

- _____ (1) meeting Quantify Distance requirements,
- _____ (2) displaying of proper storage

Command Safety Program Evaluation Checklist (cont)

fire/chemical symbols and information,
_____ (3) hazardous materials training conducted
and documented.

_____ (b) Unit commanders will ensure that
ammunition and explosives are stored only in licensed
locations.

_____ (c) As tenants, units requiring waivers,
exemptions, or Certificates of Compelling Reasons must
coordinate with the host installation and the INSCOM
Safety Office for receipt of these.

Fire Prevention Program.

Standard: The building manager will serve as the
evacuation coordinator to execute fire prevention
measures in the assigned building or facility and
provide written reports to the fire chief, including
inspections and emergency evacuation plans as required
by AR 420-90, AR 420-17, 29 CFR 1910.38 and NFPA 101,
Life Safety Code.

Elements of Standard:

_____ (a) A written pre-fire or emergency plan will be
developed and made available to employees. (AR 420-90,
6-1) Written plans will include (29 CFR 1910.38(c)):

_____ (1) A listing of all major fire hazards.

_____ (2) Established procedures for sounding
emergency alarms in the workplace with preferred
means of reporting fires and other emergencies.

_____ (3) Emergency escape procedures and route
assignment.

_____ (4) Procedures to be followed by employees
who remain behind for critical operations before
they evacuate.

_____ (5) Procedures to account for all employees
after emergency evacuation has been completed.

_____ (b) The employer shall document a review with
each employee of the fire prevention plan specific to
the work area upon initial job assignment, when
employees' responsibilities change under the plan, or
when the plan is changed and inform personnel of work
area hazards. (INSCOM Supplement 1 to AR 385-10,
p (10), 29 CFR 1910.38(a)(5))

Command Safety Program Evaluation Checklist (cont)

_____ (c) Hazard/deficiency survey records (DA Form 5382-R), survey records of fire hazards or deficiencies noted during building fire risk management surveys conducted by fire department inspectors, fire extinguisher inventory, maintenance information, and the pre-fire plan will be maintained on file at the building. (AR 420-90, 6-5a)

_____ (d) Employees will be trained in the use of portable fire extinguishers (if pre-fire plan designates certain employees to be the only authorized users).

_____ (e) A visual inspection will be conducted monthly of all fire extinguishers.

_____ (f) All portable fire extinguishers will receive an annual maintenance check. (29 CFR 1910.157 and (e) (3))

_____ **Hazard Communications Program (HAZCOM).**

Standard: A written HAZCOM program (plan) describes how the OSHA standard is implemented. All elements of the plan must be implemented in the workplace in order to be in compliance. The plan does not have to be lengthy or complicated, but rather is intended as a blueprint for implementation of the HAZCOM program. The OSHA standard is based upon the concept that employees have a right to know what hazardous chemicals they may be exposed to in the workplace and what protective measures are available.

Elements of Standard: The HAZCOM standard prescribed by Occupational Safety Health Act, 29 CFR 1910.1200(e), 1-5d(12), and DoD Number 6050.5, subject: DoD Hazard Communication program, requires essential program elements for inclusion in a basic HAZCOM program:

_____ (a) Prepare a written HAZCOM program (or plan).

_____ (b) All chemicals hazards at each organization, down to the work areas will have a chemical inventory listing developed.

_____ (c) Develop a Material Safety Data Sheet (MSDS) file.

Command Safety Program Evaluation Checklist (cont)

_____ (d) Provide employees access to MSDS's.

_____ (e) Ensure incoming products have labels or develop a system for labeling within a facility where necessary.

_____ (f) Develop an annual training program and document training (see Safety Training pg. 20, (a) (4)).

Hearing Conservation Program.

Standard: The employer shall administer a continuing, effective hearing conservation program whenever employee noise exposures equal or exceed an 8 hour time weighted average sound of 85 decibels or a dose of 50. (OSHA 29 CFR 1910.95(c), AR 40-5, 5-16)

Elements of Standard:

Commanders or supervisors of noise hazardous areas will:

_____ (a) Appoint a unit hearing conservation manager.

_____ (b) Prepare a unit SOP detailing the requirements of the unit's hearing conservation program.

_____ (c) Endorse a command emphasis letter explaining the importance of hearing conservation.

_____ (d) Ensure noise-exposed personnel (military and civilian)

_____ (1) receive audiometric evaluations and annual health education briefings

_____ (2) and document the training (see Safety Training, pg 20, (a) (4)).

_____ (e) Ensure noise-hazardous areas and equipment are marked with appropriate danger signs and decals.

Motor Vehicle Accident Prevention Program.

Standard: Commanders at all levels will ensure that procedures are prescribed and supervision is maintained for the safe operation of AMV's, combat vehicles, materiel handling equipment, and POVs on and off Army installations. (AR 385-55, 1-4)

Command Safety Program Evaluation Checklist (cont)

Elements of Standard:

Commanders will ensure:

_____ (a) All Soldiers operating motorcycles on or off post, on or off duty, are in possession of a prescribed Motorcycle Safety Foundation training course card.

_____ (b) All Soldiers, before leave, pass or TDY, complete the Army Safety Management Information System-1/-2 (ASMIS-1/ASMIS-2) and discuss with their immediate supervisor.

Company commanders will:

_____ (a) Develop and publish guidance for

_____ (1) interviewing and

_____ (2) selecting drivers.

_____ (b) ensure vehicle and equipment operators are

_____ (1) properly trained on an annual basis,

_____ (2) licensed. (IAW AR 600-55, 1-4h)

_____ (3) and, periodically assess driver performance, providing remedial training or the Accident Avoidance Training Program when necessary. (IAW AR 385-55, 2-5b(2))

_____ (c) Ensure soldiers and civilians receive annual training to know the main cause of Army motor vehicle and POV accidents to include: (IAW AR 385-55, 3-2a)

_____ (1) four-wheeled vehicles,

_____ (2) motorcycles,

_____ (3) DUI prevention programs and

_____ (4) seatbelt usage initiatives.

_____ **Personal Protective Equipment (PPE) Program.**

Standard: IAW AR 385-10, 2-2j, and 29 CFR, 1910.132 and .133, leaders and managers are to ensure that required PPE (eye and face, head, foot, electrical protective devices, and hand protection) is provided and issued to personnel.

Elements of Standard:

_____ (a) Employer shall assess the operation and workplace:

_____ (1) to determine if hazards are present or

Command Safety Program Evaluation Checklist (cont)

are likely to be present, which necessitates the use of PPE.

_____ (2) A written certification will be maintained that:

_____ (a) identifies the workplace evaluated,

_____ (b) identifies the person certifying that the evaluation was performed, and

_____ (c) the dates the assessment was done.

_____ (b) Employer shall train each employee annually to know:

_____ (1) when PPE is necessary.

_____ (2) what PPE is necessary.

_____ (3) how to properly don, doff, adjust, and wear PPE.

_____ (4) the proper care and maintenance of PPE.

_____ (5) and, to demonstrate an understanding of the training and the ability to use PPE before work is required.

_____ (c) The employer shall verify training was accomplished by written certification that contains:

_____ (1) name of each employee,

_____ (2) dates, and

_____ (3) topic/subject.

_____ (4) Employer shall retrain the employee where changes in the workplace render previous training obsolete, equipment is replaced and previous training is obsolete, or employee no longer understands proper use or requisite skills of assigned equipment.

_____ ***Radiation Protection Program (ionizing and non-ionizing to include, laser, radio frequency and microwave radiation).***

Standard: Commanders who produce, handle, use or dispose of radioactive material will establish a formal radiation safety program consistent with Federal and Army regulations and with Status of Forces Agreements. Radiation protection encompasses protection from unnecessary exposure to both ionizing and nonionizing radiation, to include licensing and authorization, personal protective measures, radiation detection and measuring equipment, control of radiation sources, radiation shielding and operational surveillance. Commanders will provide resources necessary to maintain and ensure adequate safety of personnel, property, and the environment. (AR 11-9 and AR 40-5)

Command Safety Program Evaluation Checklist (cont)

Elements of Standard:

The Commander, when required by a NRC license or applicable technical publication, will:

_____ (a) Designate a RSO to supervise the radiation/laser protection program, both ionizing and non-ionizing. (AR 11-9, 1-4k) The RSO is to be:

- _____ (1) trained,
- _____ (2) designated in writing and
- _____ (3) have direct access to the Commander for radiation safety.

_____ (b) Establish written policies and procedures for ionizing and nonionizing radiation to assure compliance. Procedures will include:

_____ (1) Incorporation of Risk Management:
(Para 1-4.i.(5)(c); Para 1-4.l.(11); Para 1-8.f.)

_____ (a) To identify the options and residual risk for decisions.

_____ (b) Risk Management review and approval procedures by the decision authority. Approval of residual risk extremely high level is only by the INSCOM Commanding General.

_____ (c) Execution of Risk Management process before the conduct of all operations.

_____ (2) Emergency reaction plans.

_____ (3) Procedures for investigating and reporting radiation accidents, incidents, and overexposures.

_____ (4) Required annual program audit.

_____ (5) Guidance for survey of captured, purchased, borrowed, or otherwise obtained foreign equipment, with appropriate actions specified following discovery of material, to prevent radiation exposure. (Para 1-4.i.(4))

_____ (6) Assure all personnel occupationally exposed to radiation receive appropriate annual radiation safety training.

The Radiation Safety Officer will:

_____ (c) Maintain a radioactive source inventory (ionizing). Inventory, conducted annually by a hands-on count of each unit, will contain:

- _____ (1) NSN,
- _____ (2) nomenclature of the end item,

Command Safety Program Evaluation Checklist (cont)

- _____ (3) number of items on hand,
- _____ (4) name of the radioactive isotope, and
- _____ (5) activity of the material.

_____ (d) Maintain a radiofrequency radiation inventory (nonionizing). Inventory, conducted annually by a hands-on count of each unit, will contain:

- _____ (1) Equipment location (building designation, room number, area, etc.),
- _____ (2) nomenclature (if commercial, give mfr name and model number),
- _____ (3) serial number(s),
- _____ (4) quantity,
- _____ (5) antenna type(s),
- _____ (6) transmitting power (peak and average),
- _____ (7) frequency range(s), and
- _____ (8) technical and safety points of contact (with phone numbers).

_____ (e) Ensure inventory results remain on file for a period of 5 years.

_____ (f) Maintain records of user training and/or qualifications. Commodity user will be instructed initially and annually on:

- _____ (1) safe handling procedures,
- _____ (2) emergency procedures, and
- _____ (3) hazards of radioactive source they are using. (IAW 10 CFR 19 and 29 CFR 1910)

_____ (g) Ensure records showing results of surveys and calibrations are maintained on file for a minimum of 3 years. (IAW 10 CFR 20.21303(a))

_____ (h) Notify the local fire department of the location and types of radioactive materials present.

_____ (i) Review and sign off all radiation SOPs.

_____ (j) Participate as a member of the host installation Radiation Safety Committee.

Respiratory Protection Program.

Standard: IAW OSHA 29 CFR 1910.134 applicable and suitable respirators for the purpose intended shall be provided by the employer when such equipment is necessary to protect the health of the employee.

Command Safety Program Evaluation Checklist (cont)

Further, the employer shall be responsible for the establishment and maintenance of a respirator program as required under 1910.134. IAW AR 11-34, 1-4, the goal of the Army's Safety and Occupational Health Program is to eliminate workplace hazards and the need for respiratory protection. 1-6 further requires commanders to ensure compliance with the respiratory protection requirements of the referenced regulation.

<i>From 1910.134</i>	Respirator (>FFP) Required	Dust Mask (FFP) Required	Respirator (>FFP) Voluntary	Dust Mask (FFP) Voluntary	Respirator / FFP for Escape ONLY
Medical Clearance Required	Yes	Yes	Yes	No	No
Written Program Required	Yes	Yes	No	No	Yes
Training Required	Yes	Yes	No	No	Yes
Other			Appx D	Appx D	

Elements of Standard:

_____ (a) A written worksite SOP governing the selection and use of respirators.

_____ (b) Assessment of workplace hazards to establish respirator selection on the basis of the hazards to which the worker is exposed.

_____ (c) Regular evaluations and inspections of the program are conducted.

_____ (d) A medical evaluation of personnel assigned to tasks requiring respirators is to be conducted annually to determine that they are physically able to perform the work while wearing a respirator.

_____ (e) The user shall be instructed and trained in the proper use of the respirator, equipment limitations and maintenance, and fit testing of user. Training shall provide personnel with an opportunity to handle the respirator, have it fitted properly, test its facepiece to face seal, wear it in normal air for a long familiarity period, and wear it in a test atmosphere.

Command Safety Program Evaluation Checklist (cont)

_____ (f) Respirators shall be selected from among those jointly approved by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (NIOSH) under the provisions of 30 CFR part 11. Proper selection of respirators shall be made according to the guidance of American National Standards Practices for Respiratory Protection Z88.2-1969.

_____ (g) Respirators are cleaned and disinfected daily or after each use, as required. If kept only for emergencies the respirator shall be inspected at least monthly to assure that it is in satisfactory working condition with a record kept of inspection dates and findings.

_____ (h) Respirators are stored in a convenient, clean, and sanitary location. If placed at work stations for emergency use, a clearly marked storage compartment shall be provided. Respirators shall not be stored in such places as lockers or tool boxes unless they are in carrying cases or cartons. When packed or stored the facepiece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer setting in an abnormal position.

_____ Vision Readiness and Conservation Program.

Standard: Commanders will establish procedures oriented toward the preservation of eyesight. (AR 40-5, 5-15)

Elements of Standard:

Effective Occupational Vision Programs must include provisions for:

_____ (a) A determination of which jobs or areas are eye hazardous. (Hazards Survey).

_____ (b) An ocular surveillance of personnel whose occupations are in the laser or microwave field.

_____ (c) Worker education on the proper use of eye protection and benefits of the occupational vision program.

Command Safety Program Evaluation Checklist (cont)

_____ (d) Periodic evaluations of work areas for proper illumination and other aspects of the work environment related to visual performance and eye safety.

_____ (e) Emergency eyewash units:

_____ (1) will be provided to persons with the potential for exposure to a chemical splash,

_____ (2) shall be identified with a highly visible sign,

_____ (3) shall be well lighted,

_____ (4) are capable of delivering immediate flushing to the eyes not less than 1.5 liters per minute (.4 gallons per minute) for 15 minutes.

_____ (5) Plumbed eyewash units will be activated weekly and self-contained units shall be inspected IAW manufacture instructions.

_____ (6) All employees who might be exposed to a chemical splash shall be instructed (documented) in the proper use of the emergency eyewash units. (ANSI Z358.1.2004)

_____ **Water Safety Program.**

Standard: All commanders are responsible for the prevention of accidents to personnel engaged in water activities.

Elements of Standard:

_____ (a) Publish command procedures, ensuring SOPs are in place, implementing effective recreation and tactical water safety programs for preventing water-related accidents. (AR 385-10, 2-2n.)

_____ (b) Establish and publicize approved and off-limit areas appropriate to the geographic area.

_____ (c) Water safety briefings will be conducted at the beginning of the swimming season.

_____ (d) Nonswimmer military personnel will be identified. Provide swimming instructions or water survival training for those involved in water operations.

Command Safety Program Evaluation Checklist (cont)

3. _____ ADMINISTERING THE SAFETY PROGRAM.

_____ *Accident Reporting and Record Procedures:*

Standard: IAW AR 385-40, 1-5, all Army accidents will be investigated, reported and analyzed in accordance with AR 385-40 and DA PAM 385-40.

Elements of Standard:

_____ (a) Commanders will investigate and report:

- _____ (1) damage to Army property,
- _____ (2) injuries to on/off duty military personnel,
- _____ (3) injuries to on duty civilians,
- _____ (4) occupational illness or injuries,
- _____ (5) and any injury, illness to non-Army personnel or damage to non-Army property as the result of Army Operations. (AR 385-40, 2-3)

_____ (b) All Class A, B, C Aviation and A, B Ground accidents will be immediately called into the USA Combat Readiness Center (USCRC). All reports will be automatically submitted to the Army Combat Readiness Center Accident Database, initiated on-line using the Accident Reporting Automation System (ARAS), located at <https://safety.army.mil/signin.asp>. All Class A and B accident reports will be reviewed by the command chain and automatically submitted through ARAS to the MACOM Safety Manager for final review and release to the Army Combat Readiness Center Accident Database. Written copies are also provided to the host installation safety office.

_____ (c) Copies of reports will be maintained by the safety officer/NCO. (AR 385-40, 2-3)

_____ (d) Periodically an analysis of accident statistics, trends, summaries, and countermeasures will be conducted, developed, and disseminated. (AR 385-40, 1-4d(4))

Command Safety Program Evaluation Checklist (cont)

Appointment of a designated Safety Officer and NCO:

Standard: IAW AR 385-10, 2-1f, commanders will appoint safety personnel to perform required safety and accident prevention functions in troop/industrial/administrative units not staffed with full-time safety personnel.

Elements of Standard:

Unit safety personnel will:

 (a) Be appointed in writing.

 (b) Be a commissioned officer at battalion and higher unit levels or be in the rank of staff sergeant or higher at company level. Civilian collateral safety personnel may also be utilized.

 (c) Have completed or will complete a local unit safety officers course.

 (d) Have 1 year or more retainability in the unit upon duty appointment.

 (e) Report directly to the commander on safety-related matters.

 Commanders are to develop a written safety and accident prevention policy letter. (INSCOM Supplement 1 to AR 385-10, (1)b)

Procedures for Detecting Hazards:

Standard: IAW AR 385-10, 4-1a, all workplaces are to be inspected semi-annually using SASOHI procedures. The installation safety office is responsible for conducting these inspections annually for all units on the installation. In the case of installations where facility inspection waivers have been issued a base-line risk assessment of the facility shall be conducted by the installation safety determining the level of risk and this documentation maintained on file at the unit.

Command Safety Program Evaluation Checklist (cont)

Elements of Standard:

_____ (a) Annual Standard Army Safety and Occupational Health Inspection (SASOHI) is conducted by safety and occupational health personnel qualified to recognize and evaluate hazards. Installations where waivers have been issued require qualification training of collateral duty safety personnel to conduct the facility evaluation. Some installations may require request for a SASOHI or collateral duty training to be in writing. (AR 385-10, 4-1a)

_____ (b) An analysis of all hazards identified during the SASOHI will be made to determine the degree of risk. These hazards or violations of standards detected will be entered on a DA form 4754 (Violation Inventory Log) or equivalent. It will have:

_____ (1) All violations in order of discovery.

_____ (2) A prescribed abatement date.

_____ (3) A date for follow-up on correction of deficiencies, and

_____ (4) the degree of danger (in terms of hazard severity and accident probability) will be risk assessed and assigned a Risk Assessment Code (RAC).

_____ (c) Hazards will be eliminated on a worst first basis by an established abatement plan for all RAC 1 or 2 hazards whose correction will exceed 30 days. (AR 385-10, 3-9a(2))

_____ (d) All RAC 1 and 2 violations will be entered on DA Form 4753, Notice of Unsafe or Unhealthful Working Conditions. This form is to be posted where the condition was discovered or prominently nearby, remaining posted for 3 working days or until violation is corrected.

Safety and Occupational Health Council:

Standard: AR 385-10, 2-1k, requires Safety and Occupational Health Advisory Councils (SOHAC) to be established and composed of management and military and civilian operating personnel. Suggested council membership includes the Commander, Command Sergeant Major, Commanders and Safety Officer/NCOs from each command represented, to include the maintenance officer, other staff heads, and contractor/ACOR

Command Safety Program Evaluation Checklist (cont)

personnel as appropriate. Meetings are to be held periodically to make recommendations to the commander or to perform safety and occupational health tasks as the commander or council may direct. The SOHAC is a formalized method for addressing safety issues with the commander for decisions and to recommend measures to improve safety.

Elements of Standard:

_____ (a) SOHAC is to be chaired by the Commander. (AR 385-10, 2-1k(1))

_____ (b) Councils will meet at least quarterly.
(INSCOM Supplement 1 to AR 385-10, 2-1a)

_____ (c) Formal meeting minutes will be:
_____ (1) approved by the commander,
_____ (2) published and made available on
safety bulletin boards, and
_____ (3) copy furnished to INSCOM Safety.

Command Safety Program Evaluation Checklist (cont)

4. _____ SAFETY AWARENESS PROGRAM: COMPOSITE RISK MANAGEMENT, SAFETY PROMOTION, TRAINING, AND AWARDS.

_____ *Composite Risk Management Program Development and Implementation.*

Standard: IAW AR 385-10, 1-4o, decision-makers at every level will employ composite risk management approaches to effectively preclude unacceptable risk to the safety of personnel and property. Composite risk management is the Army's principal risk reduction process to assist leaders in identifying and controlling hazards and making informed decisions. Consider the enemy, environment, material, systems, and human error in each of the 5 steps of the risk management process found in FM 100-14. Commanders will be responsible for the integration of composite risk management process into their safety and occupational health program.

Elements of Standard:

_____ (a) Leaders, supervisory and operating personnel who direct or affect the actions of others will:

_____ (1) Use composite risk management process during the planning, preparation for, and execution of all operations for which they are responsible.

_____ (2) Ensure that composite risk management is incorporated in regulations, directives, SOPs, special orders, training plans, and operational plans.

_____ (3) Ensure the use of risk management work sheets containing hazards identified, initial level of risk, control measures used to reduce the hazard, residual risk level, how controls were implemented, and how supervision will be maintained by the S-3 or operations officer for each operation. (INSCOM Supplement 1 to AR 385-10, p (5))

_____ (b) The five-step risk management process will be utilized and _____ standardized procedures will be followed throughout each respective command. Composite risk assessments will be _____ documented and retained on file for a minimum of two years. (INSCOM Supplement 1 to AR 385-10, o2) (a))

Command Safety Program Evaluation Checklist (cont)

_____ (c) Each INSCOM commander will establish and publish the decision level authority for the approval of risks within their chain of command. The decision authority for acceptance of Extremely High Risks is at the appropriate Commanding General level. A decision level for the approval of high and extremely high risks shall be set within the responsible and/or accountable authority level and the chain of command. (INSCOM Supplement 1 to AR 385-10, p (1)(c))

Safety Promotion and Educational Material

Standard: Safety education and promotional materials are proven cost effective safety awareness and accident prevention tools that commanders at all levels shall program for. (AR 385-10, 2-2e(3))

Elements of Standard:

_____ (a) DOD poster DD Form 2272 (DoD Occupational Safety and Health Protection Program) or its equivalent shall be posted in work area bulletin boards.

_____ (b) Promotion of safety awareness using posters, films, pamphlets, incentive items and related materials to augment accident prevention program efforts (i.e., National Safe Driving Week, National Fire Prevention Week, National Boating Safety Month, etc.).

_____ (c) Promotion of safety awareness through conduct of an annual safety awareness day.

Safety Training

Standard: All Active Army and Army civilian employees are required to receive training and education necessary to achieve skills that provide them the ability to: (a) recognize hazards and accident risks associated with their duties and work environment and to know the procedures necessary to control these risks; (b) know their accident prevention related rights and responsibilities; and (c) know the safety responsibilities of their leaders, supervisors, and commanders. (AR 385-10, 2-2e)

Elements of Standard:

_____ (a) Training of employees:

Command Safety Program Evaluation Checklist (cont)

_____ (1) shall be provided that appropriately addresses the type of work being performed and emphasizes the rights and responsibilities of the employee and what the employee must know in the event of an emergency;

_____ (2) shall be provided annually for all INSCOM personnel on family, sports, recreational and seasonal safety; and

_____ (3) all new personnel are to be trained within 60 days of arrival to recognize the hazards and accident risks associated with their duties and work environment (i.e., new-comers briefing). (29 CFR 1960.59, INSCOM Supplement 1 to AR 385-10)

_____ (4) documentation of training will be maintained which:

_____ (a) identifies the names(s) of personnel trained,

_____ (b) date of training, and

_____ (c) the media to verify that the person(s) trained understood the training completed.

_____ (b) Commander, supervisors and safety and occupational health staff will be provided specialized training to enable them to properly execute their safety and occupational health responsibilities. (AR 385-10, 2-2e(2))

_____ (1) All commanders will complete the Commander's Safety Course before assuming command.

_____ (2) Unit Additional Duty Safety Officers will complete the CRC on-line Additional Duty Safety Officer training course within 30 days of appointment.

Safety Awards Program

Standard: Commanders at all levels will recognize safe performance displayed by individuals and units under their commands. (AR 672-74, 2, and 3.7, INSCOM Reg 672-10)

Elements of Standard:

_____ (a) Commanders at all levels will establish procedures for implementing the safety awards program.

Command Safety Program Evaluation Checklist (cont)

_____ (b) Unit commanders shall nominate units for the **Award of Excellence in Safety** who have completed 36 consecutive months (3 fiscal years) without experiencing a class A, B, or C accident. Subsequent awards for each additional year of accident free experience may be the basis of an additional year award (4th year, 5th year, etc.).

_____ (c) Unit commanders shall nominate units for the **Award of Honor** in Safety who have completed 24 consecutive months (2 fiscal years) without experiencing a class A, B, or C accident.

_____ (d) Unit commanders shall nominate units for the **Award of Accomplishment** in Safety who have completed 12 consecutive months (1 fiscal year) without experiencing a class A, B, or C accident.

_____ (e) Commanders shall nominate units for the INSCOM Commanding General's Award for Safety Excellence (300+ strength) who have made the most significant contribution in achieving and promoting accident prevention and safety awareness within the command.

_____ (f) Commanders shall nominate units for the USAINSCOM Safety award (under 300 strength) who have the best safety awareness and accident prevention program.

_____ (g) Unit Commanders shall recognize units with the **Certificate of Merit** for Safety who has gone 12 consecutive months (1 Fiscal year) without an on-duty lost-time injury.

_____ (h) Commanders shall recognize the following individuals with a **Certificate of Achievement** in Safety:

_____ (1) Employees who have driven 12 consecutive months or 10,000 miles without an accident, injury or traffic violation.

_____ (2) Electrical/electronic maintenance personnel and antenna climbers who have performed their assigned duties for 12 consecutive months without an accident.

_____ (3) Civilian employees who have maintained an accident/injury free work record for a 5 year period.

Command Safety Program Evaluation Checklist (cont)

_____ (4) Any employee who has made significant contribution to the Command Safety Program.

Additional Comments/Observations

Daniel P. Bradt
INSCOM
Safety and Occupational Health Manager

Date